


KANSAS DEPARTMENT OF CORRECTIONS

	I NTERNAL M ANAGEMENT P OLICY AND P ROCEDURE	SECTION NUMBER 05-113	PAGE NUMBER
		SUBJECT: INFORMATION TECHNOLOGY AND RECORDS: Management Information System Reports and Summaries	

The IMPP has been placed on RESERVE status, reason being is that the viable content of this IMPP has been subsumed within the parameters of IMPP (05-163) being issued at this time.

Secretary of Corrections

06-02-04

Date

INTERNAL MANAGEMENT POLICY & PROCEDURES

STATEMENT OF ANNUAL REVIEW

IMPP # 05-113

**Title: INFORMATION TECHNOLOGY AND RECORDS: Management
Information System Reports and Summaries**

The above referenced Internal Management Policy and Procedure (IMPP), issued effective 07-21-96, was reviewed during January 2004 by the KDOC Policy Review Panel per IMPP 01-101. At the time of this annual review the Policy Review Panel determined that: no substantive changes and/or modifications to this IMPP are necessary at this time, and the IMPP shall remain in effect as issued on the above stated date.

The next scheduled review for this IMPP is January 2005.

This statement of annual review shall be placed in front of the referenced IMPP in all manuals.

Norman Bacon, IT Acting Director
Policy Review Committee Chairperson

Date

Roger Werholtz, Secretary of Corrections

02-03-04

Date

INTERNAL MANAGEMENT POLICY & PROCEDURES

STATEMENT OF ANNUAL REVIEW

IMPP # 05-113

**Title: INFORMATION TECHNOLOGY AND RECORDS:
 Management Information System Reports and Summaries**

The above referenced Internal Management Policy and Procedure (IMPP), issued effective 07-21-96, was reviewed during January 2002 by the KDOC Policy Review Panel per IMPP 01-101. At the time of this annual review the Policy Review Panel determined that: no substantive changes and/or modifications to this IMPP are necessary at this time, and the IMPP shall remain in effect as issued on the above stated date.

The next scheduled review for this IMPP is January 2003.

This statement of annual review shall be placed in front of the referenced IMPP in all manuals.

Carlos Usera, Information Resource Manager
Policy Review Committee Chairperson

Date

Charles E. Simmons, Secretary of Corrections

02-05-02

Date

INTERNAL MANAGEMENT POLICY & PROCEDURES

STATEMENT OF ANNUAL REVIEW

IMPP # 05-113

**Title: INFORMATION TECHNOLOGY AND RECORDS:
 Management Information System Reports and Summaries**

The above referenced Internal Management Policy and Procedure (IMPP), issued effective 07-21-96, was reviewed during January 2000 by the KDOC Policy Review Panel per IMPP 01-101. At the time of this annual review the Policy Review Panel determined that:

- ☐ No changes and/or modifications to this IMPP are necessary at this time and the IMPP shall remain in effect as issued on the above stated date.
- ☒ Changes and/or modifications to this IMPP have been identified as necessary. The IMPP issued effective the above stated date shall remain in effect until the IMPP is re-issued with such changes and/or modifications.

The next scheduled review for this IMPP is January 2001.

This statement of annual review shall be placed in front of the referenced IMPP in all manuals.

Carlos Usera, Information Resource Manager
Policy Review Committee Chairperson

Date

Charles E. Simmons, Secretary of Corrections

01/27/00
Date

INTERNAL MANAGEMENT POLICY & PROCEDURES

STATEMENT OF ANNUAL REVIEW

IMPP # 05-113

**Title: INFORMATION TECHNOLOGY AND RECORDS: Management
Information System Reports and Summaries**

The above referenced Internal Management Policy and Procedure (IMPP), issued effective 07-21-96, was reviewed during January 1999 by the KDOC Policy Review Panel, per IMPP 01-101. At the time of this annual review, the Policy Review Panel determined that:

- [X] No substantive changes and/or modifications to this IMPP are necessary at this time and the IMPP shall remain in effect as issued on the above stated date.
- [] Changes, revisions and/or modifications to this IMPP have been identified as necessary. The IMPP issued effective the above stated date shall remain in effect until the IMPP is re-issued with such changes and/or modifications.

The next scheduled review for this IMPP is January 2000.

This statement of annual review shall be placed in front of the referenced IMPP in all manuals.

Carlos Usera, Information Resource Manager
Policy Review Committee Chairperson

Date

Charles E. Simmons, Secretary of Corrections

05/18/99
Date

INTERNAL MANAGEMENT POLICY & PROCEDURES

STATEMENT OF ANNUAL REVIEW

IMPP # 05-113

**Title: INFORMATION TECHNOLOGY AND RECORDS: Management
Information Systems Reports and Summaries**

The above referenced Internal Management Policy and Procedure (IMPP), issued effective 07-21-96, was reviewed during January 1998 by the KDOC Policy Review Panel per IMPP 01-101. At the time of this annual review the Policy Review Panel determined that:

- [] No changes and/or modifications to this IMPP are necessary at this time and the IMPP shall remain in effect as issued on the above stated date.

- [] Changes and/or modifications to this IMPP have been identified as necessary. The IMPP issued effective the above stated date shall remain in effect until the IMPP is re-issued with such changes and/or modifications.

The next scheduled review for this IMPP is January 1999.

This statement of annual review shall be placed in front of the referenced IMPP in all manuals.

Carlos Usera, Information Resource Manager
January 1998 Policy Review Committee Chairperson

Date

Charles E. Simmons, Secretary of Corrections

Date

INTERNAL MANAGEMENT POLICY & PROCEDURES

STATEMENT OF ANNUAL REVIEW

IMPP # 05-113

**Title: INFORMATION TECHNOLOGY AND RECORDS: Management
Information Systems Reports and Summaries**

The above referenced Internal Management Policy and Procedure (IMPP), issued effective 07-21-96, was reviewed during January 1997 by the KDOC Policy Review Panel per IMPP 01-101. At the time of this annual review the Policy Review Panel determined that:

- [] No changes and/or modifications to this IMPP are necessary at this time and the IMPP shall remain in effect as issued on the above stated date.
- [] Changes and/or modifications to this IMPP have been identified as necessary. The IMPP issued effective the above stated date shall remain in effect until the IMPP is re-issued with such changes and/or modifications.

The next scheduled review for this IMPP is January 1998.

This statement of annual review shall be placed in front of the referenced IMPP in all manuals.

Jeff Lewis, Information Resource Manager
January 1997 Policy Review Committee Chairperson

Date

Charles E. Simmons, Secretary of Corrections

Date

INFORMATION TECHNOLOGY AND RECORDS:
Management Information System Reports and
Summaries

POLICY

A computerized Management Information System data base shall be established and maintained on offenders committed or assigned to the Department. Each item of data on the data base shall, to the extent possible, be verified to accurately and appropriately reflect the current status/condition of each offender. Data collected and maintained on the Management Information System data base shall be accessible to appropriate departmental staff via workstations in facilities and offices throughout the Department. The Management Information System data base shall be the official departmental offender information and data used to generate management reports and summaries. Copies of such computer generated reports and summaries shall be provided to the Secretary, System Management Team and designated staff or, if the technology is available, provisions for direct access to such information may be made available. The Management Information System shall be evaluated annually to ensure that offender information is current and accurate to determine its usefulness and effectiveness in meeting use demands, expectations, and, in achieving correctional goals as outlined in the Department's Mission Statement.

DEFINITIONS

None.

PROCEDURES

I. Obtaining Reports and Summaries

- A. A variety of reports and summaries are available to facilities, regional parole offices, and central office personnel as menu options through the Management Information System.
 - 1. The Information Resource Manager or designee shall provide reports to the Secretary per a distribution schedule as approved by the Secretary.
 - 2. Access shall be such that it allows authorized staff to independently obtain these reports and summaries as needed, without having to have reports produced and disseminated by those responsible for the Management Information System.
 - 3. Facilities and parole offices with access to the Management Information System shall obtain reports and summaries directly through the computer terminals at their location.
 - 4. Regional parole offices shall provide such reports and summaries for the district parole offices without computer terminals.

- B. Each warden and regional parole director shall establish a Reports and Summary Schedule which contains the following information:
 - 1. The names of specific reports and summaries used by the facility or parole office; and,
 - 2. The frequency and distribution of each report and summary used by the facility or parole office.
- C. The reports and summaries specified in the established schedule shall be obtained in the following manner:
 - 1. Facilities and regional parole offices shall provide their data entry operator(s) with a current copy of the Report and Summary Schedule for their facility.
 - a. The data entry operator shall obtain copies of the specified reports and summaries by executing the appropriate menu option at a facility terminal.
 - b. The data entry operator shall ensure the distribution of reports and summaries in accordance with the established schedule.

II. Report Utilization

- A. A report of system-wide population trends, including a summary of inmate admissions and releases, shall be prepared and distributed monthly by the Research and Data Analysis unit.
- B. Wardens shall obtain, at least on a quarterly basis, reports and summaries of the characteristics, movement, and status of the inmate population confined at the facility. Such reports shall be generated from the Management Information System.
- C. Regional parole directors shall obtain, at least on a quarterly basis, reports of the characteristics and status of offenders on parole within the region. Such reports shall be generated from the Management Information System.

III. Annual Evaluation of the Management Information System

- A. Each warden and regional parole director shall prepare a written evaluation of the overall effectiveness of the Management Information System on an annual basis.
- B. The evaluation shall be in the form of a single document which shall include a schedule of the reports and summaries currently used by the facility or parole region.
- C. The evaluation document shall also include sections which address the following:
 - 1. Identification and discussion of the reports and summaries which are considered most relevant and helpful in the management of the facility or parole region;
 - 2. Identification and discussion of the reports and summaries which are considered relevant and helpful but which, through modification, could be made more useful in the management of the facility or parole region;
 - 3. Identification and discussion of the reports and summaries which do not seem to be helpful or relevant in the management of the facility or parole region;

4. Identification and discussion of informational needs which are not being met by the reports and summaries currently available through the Management Information System;
 5. Discussion of the information system's effectiveness in meeting Departmental goals as outlined in the Department's Mission Statement; and,
 6. Discussion of the accuracy, propriety and currency of the information contained within the individual case records comprising the data base.
- D. Completed evaluation documents shall be submitted annually by facility staff to the Deputy Secretary of Facility Management or, for parole personnel, to the Deputy Secretary of Community and Field Services with a copy sent to the Information Resource Manager by July 1st.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to either employees, offenders, or third parties. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

<u>Name/Type of Report</u>	<u>By Whom/To Whom</u>	<u>Due</u>
Evaluation of Management Information System	Wardens and Regional Parole Directors to Deputy Secretary of Facility Management/Community Services	July 1

REFERENCES

ACO 2-1E-09, 2-1F-04, 2-1F-06
ACI 3-4103
ACRS 2-2056
ACRS 3rd Edition 3-ACRS-1F-03, 3-ACRS-1F-04

ATTACHMENTS

None.

Approved By: Secretary of Corrections	Original Date Issued:	06-18-90
	Current Amendment Effective:	07-21-96
	Replaces Amendment Issued:	04-21-95

